

DEPARTMENT OF BUDGET AND FISCAL SERVICES
CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 208 • HONOLULU, HAWAII 96813
PHONE: (808) 768-3900 • FAX: (808) 768-3179 • INTERNET: www.honolulu.gov

KIRK CALDWELL
MAYOR



NELSON H. KOYANAGI, JR.
DIRECTOR

GARY T. KUOKAWA
DEPUTY DIRECTOR

January 10, 2014

The Honorable Ernest Y. Martin, Chair
and Members
Honolulu City Council
530 South King Street, Room 202
Honolulu, Hawaii 96813

Dear Chair Martin and Councilmembers:

RECEIVED
CITY CLERK
C & C OF HONOLULU
2014 JAN 13 AM 10:13

SUBJECT: Temporary Position Notification

Section 2-17.2(a) of the Revised Ordinances of Honolulu provides that positions authorized within the specified permanent position count and temporary position count for each activity under the Executive Operating Budget may be established, filled, and have funds allotted to them. In accordance with this provision, a Procurement and Specification Specialist I position in the Department of Budget and Fiscal Services/Purchasing Division will be filled temporarily with a personal services contract. Additional information on this position is as follows:

1. Type of Temporary Position Required:

One full-time Procurement and Specification Specialist I for a maximum of six months, as allowed under Section 6-1103(g) of the Revised Charter of the City and County of Honolulu.

2. Anticipated Duration of the Employment of the Temporary Position:

January 14, 2014 through June 30, 2014. Possible extensions/renewals as required and allowable under the Revised City Charter.

3. Cost of the Temporary Position:

\$1,561 x 6 = \$9,366.00

4. Source of Budgetary Savings That Will Accrue to Finance the Temporary Position:

ERP backfill contract for fixed assets accounting. Fund 110-BFS-0362.

5. Unforeseen or Emergency Circumstances Justifying the Need for the Temporary Position:

C2HERPS requires staff time to implement upgrade. Position will relieve staff to work on project.

Sincerely,



Nelson H. Koyanagi, Jr., Director
Budget and Fiscal Services

APPROVED:



Ember Lee Shinn
Managing Director